

POLICY:

An accurate count of all controlled medications is the responsibility of each RN or trained non-licensed personnel accepting responsibility for passing medications. Medication availability and use status will be documented per shift for each individual client. Quality assurance records for receiving, dispensing, and disposal of all controlled medications will be maintained.

PROCEDURE:

- A. Controlled medication will be counted and signed on the controlled medication count sheet by the RN or non-licensed person passing medications on duty when:
 1. Received from the pharmacy.
 2. Between shifts, by both shifts, even if discontinued, until properly disposed of. (One person designated to pass medications coming on shift to count the scheduled medications with one person designated to pass medications going off shift verifying the count.)
 3. Dispensed to client.
- B. The controlled medication count sheet will reflect an accurate count at all times. Any discrepancies will be documented on the bottom of the count sheet and a medical incident report will be filed.
- C. The Nurse Manager or Site Manager will be notified in a timely manner.
- D. Discontinued, contaminated or expired controlled medications will be kept by nursing staff or staff passing medications in a locked cupboard until the Nurse/Site Manager is available for disposal:
 1. Documentation of all controlled medication disposal will be verified by two RN's or non-licensed personnel trained to pass medications on all occasions and documented on the drug disposal form found in the Scheduled Medication Count book. The Nurse/Site Manager will

documented disposal of controlled medications per Oregon Administrative Rules and Board of Pharmacy Rules.

2. Exception: Liquid spill of controlled medication while only one RN or staff trained to pass medications on duty may be documented and verified by non-licensed personnel.
- E. Should controlled medications be sent with another staff for administration while away from the facility, the staff person administering the medication will sign the count sheet with the RN or non-licensed person passing medications to verify accuracy of the count. While the scheduled medication is “out of home” the name of the “responsible other” and location of the medication, i.e. school, work site, parental visit, etc. will be noted on the back of the Medication Administration Record (MAR).
- F. Schedule II through V controlled medication will be kept in a locked cupboard or a locked box at a specifically designated location.

Approved by: _____ Date: _____
Jon cooper, Director